



Request for Qualifications Padilla Park at Silver King Plaza

**Town of Florence
775 N. Main Street
P.O. Box 2670
Florence, Arizona 85132
(520) 868-7540
Mark Eckhoff, AICP
Community Development Director/Project Manager**

Public Notice
Town of Florence
Request for Qualifications
Padilla Park at Silver King Plaza

The Town of Florence hereby releases this Request for Qualifications (RFQ) for design-build services for the construction of a downtown municipal park located at 440 N. Main Street, Florence, AZ 85132. This will be a one-step, qualifications-based process as authorized by ARS. § 34-603 *et seq.* A Request for Proposal will NOT be issued. A single contract may or will be awarded to a single firm as further described within the RFQ.

To secure a complete copy of the RFQ package, please call (520) 868-7540, pick up the RFQ package at Florence Town Hall, 775 North Main Street, Florence Arizona or visit the Town of Florence website at www.florenceaz.gov/rfp.

Persons with disabilities may request a reasonable accommodation, by contacting the 504/ADA Coordinator for the Town of Florence at (520)-868-7554 or (520)-868-7502 (TDD). Please make all requests as early as possible so as to allow time to arrange the accommodation.

The Town of Florence must receive proposals no later than 3:00 p.m. local time, Friday, January 10, 2014. Proposals must be clearly labeled "Town of Florence Padilla Park at Silver King Plaza RFQ". Mail or deliver your completed proposal to the Office of the Town Clerk, Florence Town Hall, 775 North Main Street, P.O. Box 2670, Florence, Arizona, 85132. No faxed or emailed proposals. Failure of the proposer to complete all of the requested information may result in rejection of the proposal.

The Town of Florence is an Affirmative Action/Equal Opportunity Employer.

Publish
Florence Reminder/Blade-Tribune
12/12/13
12/19/13

Design-Build Construction Services

The Town of Florence hereby releases this Request for Qualifications (RFQ) for design-build services for the construction of a downtown municipal park located at 440 N. Main Street, Florence, AZ 85132. This will be a one-step, qualifications-based process as authorized by ARS. § 34-603 *et seq.* A Request for Proposal will NOT be issued. A single contract may or will be awarded to a single firm as further described within the RFQ.

Background

The Town of Florence was founded in 1866 and is the fifth oldest incorporated town in the state. Florence is situated in the central portion of Pinal County, Arizona nearly equidistant from the Phoenix and Tucson metropolitan areas. Projected regional growth trends place Florence directly in the path of steady residential and non-residential development within the Sun Corridor.

Over the past decade, the Town purchased the historic Silver King Hotel property and renovated the long abandoned building. The Town now leases the building to retail and office users to encourage entrepreneurship and downtown business development. In 2013, the Town purchased the adjacent undeveloped lot and joined the two lots together. The site is now known as Lot 1 of the Silver King Marketplace.

The next stage of this redevelopment effort includes the development of a downtown park on the subject site that will enhance the usage of the Silver King Marketplace building, provide an intimate centralized gathering place, promote pedestrian traffic in the core of Florence and provide a space for special events. Town staff has worked with Swaback Partners, PLLC in producing a Design Development Package that is the basis for the planned park improvements. The WLB Group prepared the recorded Final Plat for the property. The conceptual park design and investment of approximately \$300,000 is supported by the Mayor and Council of the Town of Florence. The Town seeks to have substantial completion of this project within the current fiscal year.

Government Operations

Florence is a full-service council-manager form of government with a Mayor, Council and Town Manager that oversee the operations of the following departments: Administration, Courts, Finance, Fire, Library, Parks and Recreation, Community Development, Police and Public Works.

Florence Data

- Incorporated Area: 62 square miles
- Municipal Planning Area: 196 square miles
- Elevation: 1,493 feet above sea level

- Population: 25,536 (2010 Census)

Infrastructure:

- Water: Town of Florence and Johnson Utilities
- Sewer: Town of Florence and Johnson Utilities
- Streets: Town of Florence and Arizona Department of Transportation
- Electric: APS and SRP
- Gas: Southwest Gas
- Sanitation: Town of Florence and Right Away Disposal

Project Description

The project consists of all aspects associated with the planned park and related improvements, which include, but are not limited to:

- Overall park improvements per the Design Development Package prepared by Swaback Partners, PLLC. This package is hereby incorporated into this RFQ by reference and can be obtained at www.florenceaz.gov/rfp.
- A centrally located splash pad water feature.
- On-site and off-site improvements related to the development of the park.
- Addition of bathroom facilities within the historic carriage house building.
- Conversion of electrical and plumbing services to the four suites within the historic Silver King Marketplace building so that each suite, and potentially the common building space, has its own electric and water meter, respectively.
- Overall electrical service upgrades on the site related to the planned site and building upgrades.
- Overall plumbing service upgrades on the site related to the planned site and building upgrades in consideration of existing conditions as appropriate.
- Include a wet/dry utility corridor plan and routing to accommodate utilities and their appurtenances required for the project.
- Park lighting and security enhancements.
- Off-site and on-site parking additions or modifications to increase overall parking and handicap accessibility.
- Signage and perimeter fencing for the park.

It is noted that the .9 acre site is within the Town's Historic District and the two existing buildings on the site are significant historical structures. A portion of the park is also being constructed over the remnants of a former addition to the Silver King Hotel.

The right-of-way for Granite Street through the site was abandoned and the existing pavement section will be demolished with this project. It is noted that there is an existing gas line within this former right-of-way that is planned to remain within the blanket utility easement on the property. A telephone service pole is within or adjacent to this former right-of-way and will preferably be removed with this project development. There are existing APS overhead utility lines along the project's north frontage that the Town

seeks to relocate or underground, but this could be deferred to a future phase based on timing or financial constraints.

Preliminary Scope of Work

The following Scope of Work generally describes the consultant services that are required, but are not limited to:

1. Conceptual Design Finalization:

- Review of the Design Development Package;
- Site meeting;
- Understanding of the scope of work;
- Meetings with complete project team, including APS and others as applicable;
- Overview of historic preservation factors;
- Finalization of plant palette and plants to be donated by local nursery;
- Review of options for on-site and off-site parking;
- Review of ADA compliance issues;
- Review and selection of possible addendums, options and alternates;
- Project budgeting and prioritization;
- Project scheduling; and
- Final pre-construction design approval.

2. Construction Documents (100% Completion):

- Construction document submittals;
- Client reviews, comments and review meetings;
- Revisions requested by Town of Florence;
- Final construction document submittals;
- Cost estimates;
- Construction schedule reaffirmed; and
- Final construction document approval by Town of Florence.

3. Permitting:

- Revisions requested by client;
- Coordination and submissions to ADOT, SHPO, Pinal County Health Department and others as applicable;
- Submission to Town of Florence for permit review; and
- Permit issuance and payment of applicable fees.

4. Pre-Construction:

- Site meeting;
- Identification of project sensitivities and major milestones; and
- Conduct a pre-construction conference with the Town of Florence, Town Project Manager, Construction Project Manager, project leads, APS and others as applicable.

5. Construction:

- Schedule tracking;
- Track sub-contractor work;
- Maintaining organized photographic records;
- Maintaining as-built notes and drawings;
- Maintaining ASI & RFI logs, submitting questions and tracking decisions formally;
- Managing and tracking change orders and project budgets;
- Submitting progress payments;
- Weekly construction meetings with the Town of Florence, Town Project Manager, Construction Project Manager, project leads, APS and others as applicable; and
- Punch list walk-through, review and completion.

6. Post Construction:

- Complete project documentation, including but not limited to: change order summary, final detailed budget report, project acceptance documentation, change order summary, etc.;
- As-built drawings submitted to Town of Florence;
- Warranty documentation and operational manuals to Town of Florence; and
- Training of Town of Florence personnel.

Project Schedule

The project schedule is an integral part of the submittal requirements and contract documents. The Town, however, reserves the right to alter these timelines as necessary in the best interest of the Town and to accommodate scheduling difficulties relating to interviews or Council selection of the Construction Project Manager. All times refer to Local Time, as kept by the Town Clerk.

- 1. RFQ Released:** 12-10-13
- 2. RFQ Advertisements:** 12-12-13 and 12-19-13
- 3. Pre-submittal questions due:** 1-3-14 at 3:00 p.m.
- 4. RFQ Addendum issued, as applicable:** 1-7-14
- 5. RFQ Closing date and time:** 1-10-14 at 3:00 p.m.
- 6. Review proposals and develop interview list:** 1-13-14
- 7. Notify contractors to interview:** 1-16-14

- 8. **Interviews:** 1-22-14
- 9. **Notify selected contractor:** 1-24-14
- 10. **Anticipated Council approval:** 2-18-14
- 11. **Project kick-off meeting:** 2-24-14

Proposal Requirements

The organization of the proposal is intended to be as brief as possible while addressing the requested components adequately.

Submittal:

One original and six copies of the proposal must be mailed or delivered by the date, time and location identified in the RFQ. Submittals preferably should not exceed thirty 8.5" X 11.0" pages (minimum 12 pt. size text) or graphics. Submittals may be double sided.

Also please submit one PDF electronic version of the proposal on a CD, USB or disk.

Content:

The proposal must include each of the following sections and information. They are not listed here in order of importance, but every effort should be made to maintain the same order in the proposals to facilitate comparisons.

1. **Cover Letter:** List the firm name, contact name(s) and titles of the General Contractor that will be the project's lead contractor/construction manager (hereafter referred to as the Construction Project Manager). Provide addresses, telephone numbers, fax numbers and e-mail addresses for the Construction Project Manager. The cover letter shall also identify the firm and firm representative, preferably the Construction Project Manager that has the authority to negotiate and contractually bind the firm.
2. **Member Roles and Capabilities:** List members of the firm/team selected for this project, including the lead architect and lead Registered Landscape Architect for the project. The Construction Project Manager and key task managers that will be directly and regularly working on this project must be identified, as well as any consultants or sub-consultants. Briefly describe the directly related project experience of the Construction Project Manager and team members. Include information that describes the role of the team members, related project experience, e.g., year project was prepared, budget and project duration. Each proposal shall include a proposed subcontractor selection plan and a requirement that the proposed subcontractor selection plan must select subcontractors based on a combination of qualifications and price and shall not select subcontractors based on price alone.

3. **Licensing:** List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable. Applicants must be current and have been for at least one year prior, a registered contractor in the State of Arizona.
4. **Management Plan:** Provide a diagram, outline and/or organizational chart for the teams proposed management strategy outlining accountability, oversights, general team member or consultant responsibilities and points of contacts.
5. **Key Issues:** Please identify key issues of the proposed project and how your proposed scope of work will resolve these issues in a comprehensive manner.
6. **Timeline:** As part of your proposal a timeline schedule for the project shall be provided.
7. **Experience/References:** Provide a list of similar projects completed by the Construction Project Manager and other lead members of the proposed project team within the last five years. Current contact information should be provided for each project listed. Provide a minimum of three samples of the aforementioned work and include photos or images and a brief description of each sample. Include resumes for the Construction Project Manager and other lead members of the proposed project team. Also, include the current number of projects that these individuals are managing or will be managing in addition to this project at any given time.

Claims and suits. (If the answer to any of the questions below is yes please attach details):

Within the last five years, has your organization ever failed to complete any work awarded to it?

Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years?

Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete any contract? (If the answer is yes, please attach details including date, contracting agency and reason for failure).

8. **Approach/Uniqueness:** Provide a general response on your project approach and what you believe might distinguish your firm and project team from others that may respond to this RFQ.
9. **Scope of Work:** Include your specific Scope of Work using the same format provided in the Preliminary Scope of Work. Include and clarify all base components and optional services. Note whether optional services are available

within the proposed team, or would be performed through additional consultants. It is essential that the specific Scope of Work addressed in your proposal satisfies the Preliminary Scope of Work outlined in this RFQ. Failure to comply with these requirements may diminish the scoring of your proposal. Your proposal should clearly indicate a full understanding of how the project is implemented and maintained. Each short listed firm/team is highly encouraged to critically review this scope and refine/augment as necessary. All deviations from the Preliminary Scope of Work shall be summarized in the proposals and deviations should only occur where they are in the best interest of the town, fiscally sound and contribute towards the successful and timely completion of the park development.

10. Insurance and Bonds:

Insurance

Employer's Liability

\$500,000-\$1,000,000

General Liability

a. General Aggregate	\$2,000,000
b. Products – Completed Operations Aggregate	\$2,000,000
c. Personal and Advertising Injury	\$2,000,000
d. Each Occurrence (Bodily Injury and Property Damage)	\$2,000,000
e. Excess or Umbrella Liability	
1.) General Aggregate per job	\$3,000,000
per policy year	\$5,000,000
2.) Each Occurrence per job	\$3,000,000
per policy year	\$5,000,000

Automobile Liability

a. Bodily Injury:	
Each Person	\$1,000,000
Each Accident	\$1,000,000
b. Property Damage:	
Each Accident	\$1,000,000
c. Combined Single Limit of	\$1,000,000

Contractual Liability

a. Bodily Injury:	
Each Accident	\$2,000,000
Annual Aggregate	\$2,000,000
b. Property Damage:	
Each Accident	\$2,000,000
Annual Aggregate	\$2,000,000
Each Accident	\$2,000,000
Annual Aggregate	\$2,000,000

Workman's Compensation

a. Bodily Injury by Accident	each accident	\$1,000,000
b. Bodily Injury by Disease	each employee	\$1,000,000
c. Bodily Injury by Disease	policy limit	\$1,000,000

The Town of Florence requires that a certificate of Liability and Workman's Compensation Insurance be provided with limits of liability and the Town of Florence named as additional insured.

Bond

The successful firm shall be required to furnish bonds in the full penal sum of the Contract Price covering faithful performance of the Contract and payment obligations arising thereunder. Such bonds shall be furnished pursuant to the Contract Documents on the date of execution of the Contract.

Evaluation and Selection

Representatives of the Town of Florence (the "Selection Committee") will read, review and evaluate the submittals independently based on the evaluation criteria. A point formula system will be used to evaluate the submittals. At least three, but no more than five, proposers will be asked to interview with the Selection Committee. This number may vary as allowed by applicable state statute.

The Selection Committee will select the firms on the single final list (at least three, but no more than five) and their order on the final list through the combined results of both the interview process and the evaluation of statements of qualifications and performance data submitted in response to the Town's RFQ. Upon completion of the selection process and the identification of the best qualified team, the Town shall enter into negotiations with the selected team and execute a contract following completion of negotiation of fees and any contract terms for Council consideration. Generally, the form of contract shall be one prescribed by the Town. If the Town is unable to promptly and successfully negotiate a contract with the best-qualified team, the Town may then negotiate with the second, third or subsequently most qualified until a contract is reached or may terminate the selection process.

The location, date and times of interviews shall be determined at a later date. Interviews are likely to occur at Florence Town Hall.

The following factors will be used in the initial evaluation process and for the scoring of interviews:

1. Reputation, quality and experience as a design-build contractor. (10 points possible).

How substantial is the Construction Project Manager's and project team's recent experience in projects of comparable size and complexity?

Is the Construction Project Manager and project team knowledgeable in regards to the requirements for a construction management of municipal facilities (i.e., contractors, State, Town and county codes, etc.)?

How substantial is the Construction Project Manager's and project team's recent experience in providing construction management services for projects of comparable size and complexity?

Has the Construction Project Manager and project team worked for the Town in the past? If so, when and in what capacity? Was the work satisfactory to the Town? Was that work finished within budget and on time?

2. Meets the Town's Need (10 points possible).

Does the Construction Project Manager and project team appear to have the capability to meet the Town's needs?

Does the description provided by the proposer of its services appear to be adequate for this project?

3. Subcontractor selection plan (10 points possible).

Has the contractor provided a subcontractor selection plan?

How will the contractor select subcontractors for the project to ensure the highest qualifications and competence?

4. Approach to project management (10 points possible).

Does the Construction Project Manager address their approach to project management in regards to quality assurance, cost control and plan for implementation?

5. Overall qualifications (10 points possible).

Did the Construction Project Manager and project team respond to all RFQ directions and are the materials organized?

Do the proposed personnel appear to have the appropriate qualifications, experience and capabilities to complete the project?

6. Project scheduling (10 points possible).

The Construction Project Manager will be asked to propose a projected construction schedule.

Does the proposer appear to have the capability to meet the Town's schedule objectives?

7. References (10 points possible).

Did all references listed have a favorable experience with the contractor? Would they work with them again? How comparable was their project?

8. Knowledge of site and local conditions (10 points possible).

Contractor demonstrated knowledge of site and its conditions.

9. Experience with historic preservation and working with historic structures and sites (10 points possible).

The Construction Project Manager and project team shall demonstrate their knowledge of working with historic structures and sites.

10. Overall Approach and Methodology (10 points possible).

The Construction Project Manager and project team shall demonstrate their plan for performing the work on this project. Instructions as well as supplementary information may be provided to finalists prior to interview.

Budget

The Mayor and Council of the Town of Florence have indicated an approximate budget for this project, but the final negotiated cost of this project is to be determined. The final negotiated budget could dictate negotiated scope modifications, including additives or options, and/or the potential phasing of improvements.

Compensation and Invoice Requirements

Progress payments will be made upon submittal of a monthly invoice, following satisfactory review of progress by the Project Manager to Town of Florence, P.O. Box 2670, Florence, AZ 85132. Monthly billings shall include a spreadsheet listing the number of staff hours and hours expended on each task. Fifteen percent of the consultant's monthly billing will be withheld pending official acceptance of the final product by the Town of Florence. The invoice must contain the project name, as indicated on the Preliminary Scope of Work.

Deadline

All copies of the Proposal(s), including one original and six copies, must be received and clearly labeled "Town of Florence Padilla Park at Silver King Plaza RFQ", Attn: Office of the Town Clerk" at the Florence Town Hall, 775 N. Main Street, P.O. Box 2670, Florence, Arizona 85132 **by 3:00 p.m. local time on Friday, January 10, 2014.** Proposals may not be faxed nor electronically transmitted to the town. Proposals that are received after the deadline will not be considered. Submitters must ensure delivery (not postmarking) by the date and time indicated above.

All questions should be submitted to Mark Eckhoff by email to mark.eckhoff@florenceaz.gov before **Friday January 3, 2014 by 3:00 P.M.**, to ensure major issues are resolved and an RFQ addendum provided, as applicable.

The Town of Florence reserves the sole right to evaluate the proposals submitted, waive any irregularity, evaluate and select any preferred firm/team, and or reject any and all proposals. The Town may contact the identified Primary Contact from each firm/team during its review of proposals for additional clarification/information.

The proposer is entirely responsible for all costs associated with the preparation of this proposal. The Town will not reimburse the selected firm/team for any work performed relative to the Scope of Work prior to the execution of a contract and a notice to proceed letter is received by the selected firm/team.

The Town of Florence is an Affirmative Action/Equal Opportunity Employer. Persons with disabilities requesting reasonable accommodations may contact the Town of Florence ADA Coordinator at (520)-868-7554 or (520)-868-7502 (TDD) at least 72 hours in advance.

Reservation Rights

The Town of Florence reserves the right to reject or accept any and all proposals received.

Protest Procedure

Bid protests shall be submitted in writing to: Town Manager, Florence Town Hall, 775 North Main Street, P.O. Box 2670, Florence, Arizona 85132, phone (520) 868-7500 or (520) 868-7502 (TDD Relay) within 72 hours of notification award. Protests must contain at a minimum, the name, address, and telephone number of the protester; the signature of the protester or its representative and evidence of the authority to sign; a detailed statement of the legal and factual grounds of the protest including copies of relevant data; and the form of relief requested. Within three business days of receipt, and after consultation with legal counsel, the Town will respond to the protest.